



## ZONE CHANGE SUBMITTAL CHECKLIST

**Purpose and Applicability:** A zone change application is required when a property owner wishes to change the existing zoning designation of a site to a different zoning designation. Upon receipt of a complete application, a public hearing is scheduled with the Planning and Zoning Commission with all required notices sent in accordance with city and state code. After hearing all testimony and evaluating all documentation provided, the commission deliberates and provides a recommendation to the City Council. The City Council has final decision-making authority on all zone change requests and may choose to hold a second public hearing in advance of the consideration. For a zone change to be approved it must be shown to be in accordance with the City's comprehensive plan and that the subsequent allowable uses may be adequately served. Prior to applying, consultation with City Staff is recommended.

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Applications can be submitted by visiting [www.sandpointidaho.gov/planningapply](http://www.sandpointidaho.gov/planningapply). In preparation, please gather the below documents, as applicable. If you have any questions, please feel free call us at (208) 263-3370 or contact us via our email form at [www.sandpointidaho.gov/contactplanning](http://www.sandpointidaho.gov/contactplanning).

- ☐ **Project Narrative:** A narrative statement must be submitted with any Zone Change Application, demonstrating in what ways the request conforms to the goals and policies listed in the Sandpoint Comprehensive Plan. A copy of the Comprehensive Plan is available at [www.sandpointidaho.gov/compplan](http://www.sandpointidaho.gov/compplan). Each of the following sections should be addressed:

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|-----------------------------------------------|-----------------------------------------------------------------------------------------------|
| 1. Property Rights (see <i>Introduction</i> ) | 7. Recreation                                                                                 |
| 2. Population (see <i>Community Profile</i> ) | 8. Public Service Facilities and Utilities<br>(includes School Facilities and Transportation) |
| 3. Community Design                           | 9. Economic Development                                                                       |
| 4. Land Use                                   | 10. Natural Resources and Hazardous Areas                                                     |
| 5. Housing                                    | 11. Special Areas and Sites                                                                   |
| 6. Transportation                             |                                                                                               |

If the proposal does not conform to the goals and policies listed in the Comprehensive Plan, the reasons why should be stated in the narrative.

- ☐ **Copy of Title Report:** Provide a copy of the title report for the site of the proposed project.
- ☐ **Map & Pictures:** The applicant must provide one map of the area to be rezoned along with at least two pictures taken from at least two different angles/views of the area.
- ☐ **Property Owner Consent Letter:** If the owner is not the applicant, a letter signed by the property owner consenting to the application.
- ☐ **Provide proof of ownership** in the form of a copy of the title report or the deed of record for the site of the proposed project. A sale agreement may be acceptable. If property is to be rented or leased, please provide written authorization of the record owner for processing of the application.

- ☐ **Site Plan:** When applicable, include a site plan for the proposal (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:

Site Plan Requirements for Proposed Residential Uses:

- |                                               |                                                                                                      |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1) All Building Setbacks                      | 6) Drainage Patterns                                                                                 |
| 2) Road Frontage                              | 7) Existing and/or Proposed Utility or Other Easements                                               |
| 3) Impervious Surfaces                        | 8) Existing and/or Proposed Curb Cuts                                                                |
| 4) Interior / Street Sidewalks and Curb Ramps | 9) Landscaping (include existing vegetation and proposed plantings for parking lot and right of-way) |
| 5) Lot size and Total Building Floor Area     |                                                                                                      |

Site Plan Requirements for Proposed Commercial or Industrial Uses:

In addition to the above, please include the following:

- |                                                           |                                                |
|-----------------------------------------------------------|------------------------------------------------|
| 10) Traffic Circulation Patterns                          | 14) Outdoor Storage Areas                      |
| 11) Customer and Employee Parking and Pedestrian Pathways | 15) Exterior Building and Parking Lot Lighting |
| 12) Loading and Service Areas                             | 16) Signs                                      |
| 13) Snow Removal and Storage Plan                         | 17) Dumpster and Enclosure Location            |

- ☐ **Application Fee:** Please call Planning & Building Services at 208-263-3370 or consult the Planning & Building Applications webpage at [www.sandpointidaho.gov/planbuildapps](http://www.sandpointidaho.gov/planbuildapps).